

[Your Name]
[Your Position]
[Your Institution]
[Institution Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Institution]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Invitation to [Event Title]

We are pleased to invite you to participate in the upcoming [Event Title], organized by the [Department Name] at [Your Institution]. This event aims to [briefly describe the purpose of the event, e.g., enhance networking, provide industry insights, etc.].

****Event Details:****

- ****Date:**** [Event Date]
- ****Time:**** [Start Time] - [End Time]
- ****Venue:**** [Event Venue]
- ****Attire:**** [Dress Code]

The event will feature a variety of activities, including [mention any guest speakers, workshops, presentations, or networking sessions], providing a platform for BBA students to engage and learn.

We would be delighted to have you join us for this enriching experience. Please RSVP by [RSVP Deadline] to confirm your attendance. Should you have any questions or require further information, feel free to reach out.

We look forward to welcoming you to [Event Title].

Warm regards,

[Your Name]
[Your Position]
[Your Institution]